

## ***Section 4***

# **GRADUATE EDUCATION**

## ***Section 4-1. MASTER'S DEGREE OPTIONS***

### **Background**

Upon completion of DLAMP, every participant is expected to have a master's degree or equivalent advanced education from an accredited institution. Three options exist for earning a master's degree: (a) Up to 100 full-time fellowships will be available each year through a competitive selection process; (b) Other participants will earn a master's degree through part-time study funded by DLAMP; (c) The final group will earn a master's degree through one of the degree-granting PME programs. These options are available to all participants who do not currently possess an advanced degree.

### **Guidelines**

#### **David O. "Doc" Cooke Fellowship Program (Full-Time Study).**

1. Each fiscal year, 100 fully funded graduate education fellowships will be available for DLAMP participants without an advanced degree. Participants may enroll in specific graduate programs to earn degrees in technical, business, management, public administration or other disciplines that will enhance their performance as government managers and leaders. Participants will attend a local accredited university or college on a full-time basis and will be required to complete all requirements for a master's degree within three years.
2. Prior to submission of an application for a Cooke Fellowship, interested participants must apply and be formally accepted in a master's degree program offered by an accredited university or college.
3. Following the annual announcement in March, DLAMP participants may submit a Cooke Fellowship Application (form found in this section) with copies of required documents and supervisory approval, to the Component. Component nominations will be due to the DLAMP office in May for courses scheduled to begin in September of an academic year. Final selections will be announced in June. Unsuccessful applicants may pursue a master's degree on a part-time basis and reapply for a Fellowship during the next competitive period (maximum of two attempts).
4. After award of a Cooke Fellowship, the DLAMP participant will be required to register for the number of credits representing a full graduate course load by that particular academic institution for each regular semester, trimester, quarter or summer session. Participants may register for courses offered during the day, evenings, or weekends under a regular semester, quarter or accelerated weekend format.

5. While on a Fellowship, the participant remains an employee of their Component or agency; however, graduate study is the participant's full-time job.
6. Degree completion time may vary based upon requirements for credit, comprehensive examinations, practicums and research, but will not exceed three years.

### **Part-Time Study.**

1. Participants without an advanced degree may enroll as part-time students in graduate programs to earn degrees in technical, business, management, public administration or other disciplines that will enhance their performance as government managers and leaders.
2. Prior to submission of an application for DLAMP academic funding, interested participants must apply and be formally accepted in a master's degree program offered by an accredited university or college.
3. On a part-time basis, participants may enroll in daytime, evening or weekend traditional classroom courses or in on-line courses that fulfill degree completion requirements. Class and work schedules will be coordinated with and approved by the supervisor. Degree completion time may vary based upon requirements for credit, comprehensive examinations, practicums and research, but will not exceed four years.

### **Participants with Prior DLAMP Courses.**

1. Special provisions are available to help participants in the Classes of 1997 to 2001, transition the graduate education received under the original program to one of the degree options of the refocused program, described above, or to further graduate study they may choose to pursue on their own. Advice and assistance is available from the DLAMP Graduate Education Team.
2. In order to reap maximum benefit from DLAMP-funded graduate education, participants who successfully completed graduate courses under the original DLAMP curriculum must consider the transferability of the credits earned when selecting a master's degree program under the refocused program. The following policy applies to the approval of DLAMP funding for master's degree programs:
  - a. One for one credit should be requested for each DLAMP course for which the participant has received graduate credit.
  - b. DLAMP participants must seek maximum transfer credit in their selected master's program for completed DLAMP graduate courses. DLAMP will assist the participant in coordinating with the civilian school and provide information on the DLAMP graduate courses as required. The decision whether appropriate credit for DLAMP courses was granted will depend on the circumstances of each course, each student, and each school.

c. DLAMP graduate courses were in business management and public policy areas and should be transferable into MBA, MPA, and similar programs. Participants seeking funding for master's programs in a technical field to which DLAMP credits do not apply may request an exception to policy. Funding for these degrees will be considered on a case-by-case basis.

3. The DLAMP Graduate Education staff is available to assist participants in negotiating with college and university staff on the transfer of credits.

4. The procedures for obtaining transcripts from former consortium universities are found in section 7 of this Handbook.

**Defense Leadership and Management Program  
David O. "Doc" Cooke Fellowship  
Application Form**

**Instructions:** Submit this form, with supervisory endorsement and the following supporting documentation, to your Component:

1. Statement describing your proposed course of study and the anticipated benefits to DoD (one page).
2. Resume, including career goals (one page).
3. Transcripts (unofficial copies acceptable) for all undergraduate and graduate credits earned.

**PERSONAL DATA**

|                            |  |
|----------------------------|--|
| Name (Last, First, Middle) | Component<br>AR __ NV __ AF __ 4 <sup>th</sup> Est __ Intel<br>_____ |
| Organization address:      | Social Security Number:  |
| Phone (work):              | FAX:   |
| E-mail address:            | DLAMP Class  |

**PRIOR EDUCATION**

|  |       |               |      |                |
|--|-------|---------------|------|----------------|
| Undergraduate institution (s)              | Major | Degree earned | Year | Cumulative GPA |
| Undergraduate honors                       |       |               |      |                |
| Post-baccalaureate credits earned (if any) |       |               |      |                |
| Institution                                | Major |               | Year | Cumulative GPA |

**PROPOSED GRADUATE PROGRAM**

|                         |  |
|-------------------------|--|
| Graduate school         | Admission date                               |
| Master's degree sought  | Proposed graduation date (semester and year) |
| Proposed research topic |  |
| Location of classes     |  |
| Street                  | City State                                   |

**PARTICIPANT SIGNATURE**

|  |            |
|--|------------|
| I affirm that the information provided in this application is complete and accurate to the best of my knowledge. |            |
| Signature _____  | Date _____ |

## COOKE FELLOWSHIP APPLICATION FORM, Page 2

### SUPERVISOR ENDORSEMENT

I support this application for DLAMP fellowship.

Name of Supervisor \_\_\_\_\_ (print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

### COMPONENT ENDORSEMENT

\_\_\_\_\_ (Component) supports this nomination for DLAMP fellowship.

Name of Endorsing Official \_\_\_\_\_ (print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DLAMP OFFICE RECOMMENDATION

\_\_\_\_ Recommend Approval      \_\_\_\_ Recommend Disapproval

Remarks:

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FINAL DISPOSITION

\_\_\_\_ Approved      \_\_\_\_ Disapproved

Remarks:

Signature \_\_\_\_\_ Date \_\_\_\_\_